

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/OC-011	
1. TITLE OF REPORT (If a fill-in report include Form No.) Program Review (5-year)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	4	PERSONNEL		TRAINING	2	ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL	1	FINANCE	3	COMMUNICATIONS	
4. NO. OF COPIES PREPARED 20		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 3		
7. FORMAT (memorandum, form computer print-out, etc) Book Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Executive Director-Comptroller issues an annual call.		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-P, with data furnished by all OC elements.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 15 feeder reports are provided by OC elements in memorandum form, all on this subject.			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-16-6	14.89		240		3573.60	1	3573.60
GS-15-7	13.20		240		3168.00	1	3168.00
GS-14-8	11.65		240		2796.00	1	2796.00
GS-07-8	4.80		80		384.00	1	384.00
						TOTAL: \$9921.60	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report indicates the resources required in manpower and funds for the program plans of the Office over each five year period. It contains the progress made towards accomplishing program objectives, the justification for planned programs, problems encountered, and relationships to overall Agency goals.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 7 October 1970		17. FURNISHING INFORMATION Deputy Chief, Program Coordination Staff, OC				18. EXTENSION	

Classification